

REQUIREMENTS FOR  
**PROVISIONAL FOREIGN TEACHER TEACHING CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **PROVISIONAL FOREIGN TEACHER TEACHING CERTIFICATE**

*The Provisional certificate is valid for 1 year and may be extended for up to two additional years upon request by the contracting board.*

This certificate is required for a teacher or professor from any foreign country, state, territory or possession of the United States contracted through the Foreign Teacher Exchange Program or other foreign teacher recruitment programs approved by the United States Department of State. It is issued in the areas of early childhood education, elementary education, secondary education, special education, and career and technical education.

**Requirements for the Provisional Foreign Teacher Teaching Certificate are:**

1. Completed **Application for Certification**.
2. Appropriate Fee (See *Application for Provisional Foreign Teacher Teaching Certificate*).
3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
  - OR -
  - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

**NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.
4. Consent verification letter of intent to hire from the contracting governing board, the education service agency, the charter holder, or the Arizona Board of Regents indicating grade level placement and school district signed by the district Superintendent or HR director.
5. Verification of a valid J-1 or H1-B visa.
6. Verification of a Bachelor's degree equivalent to a Bachelor's degree from the United States from an accredited institution and verification of a comparable out of country teacher preparation program in the requested area. A list of evaluation agencies is provided on our website at [www.azed.gov/certification](http://www.azed.gov/certification).
7. One of the following:
  - A. Verification of a passing score on the Test of English as a Foreign Language (TOEFL). The minimum composite score for the TOEFL is 84 out of 120. Each individual section requires a minimum score. Reading section: 20/30. Listening section: 22/30. Speaking section: 21/30. Writing Section: 21/30.
  - OR-
  - B. Verification of a passing score on each sub-test of the International English Language Testing System (IELTS) for listening, reading, writing, speaking. The Band Score on each component is Band six or higher.
  - OR-
  - C. Verification of passing scores on the Pearson Test of English Academic (PTE Academic). The minimum Overall Score for the PTE Academic is 55. Each individual Communicative Skill (listening, reading, speaking and writing) requires a minimum score of 50.
8. A prospective teacher seeking to instruct in a language other than English may furnish a letter for submission to the Arizona Department of Education, on official letterhead, signed by the dean or designee of the home university to verify mastery of the purposed language of instruction. The Arizona Department of Education shall review and may approve submissions for the prospective teacher's exemption to the American Council of the Teaching of Foreign Languages Exam.

➤ **EXTENSION OF THE PROVISIONAL FOREIGN TEACHER TEACHING CERTIFICATE**

*The Extension of the Provisional Foreign Teacher Teaching Certificate is valid for 1 additional year.*

**Requirements for an Extension of the Provisional Foreign Teacher Teaching Certificate are:**

1. Completed **Application for Extension of the Provisional Foreign Teacher Teaching Certificate**.
2. Appropriate Fee (See *Application for Extension of the Provisional Foreign Teacher Teaching Certificate*).
3. One of the following:
  - C. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
  - OR -
  - D. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

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4. Consent verification letter of intent to hire from the contracting governing board, the education service agency, the charter holder, or the Arizona Board of Regents indicating grade level placement and school district signed by the district Superintendent or HR director.
5. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training to obtain the SEI endorsement.